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4 March 1976

MEMORANDUM FOR: Chief, Audit Staff

SUBJECT : Program Call

1. The Program Call for this year has been received from the Office of the Comptroller and a copy for your use in preparation of the required information for the Resource Package is attached. Basic instructions and format to be followed are contained in Part III, pages 9-12.

2. Personnel and financial details for the computer printouts in Exhibit A, B, C, and D will be compiled and inserted into the system by AO/DCI. The following information from your office will be necessary for use by AO/DCI to accomplish this task.

Personnel Services : Anticipated increases or decreases in personnel for FY 77 and FY 78. Increases must be thoroughly justified.

Travel : Anticipated number of trips, both domestic and foreign, by general area and duration for FY 77 and FY 78.

Equipment Rental : Any anticipated increase or decrease in IBM or XEROX rental requirements for FY 77 and FY 78.

Miscellaneous : Any nonrecurring, one-time, unusual or special items not covered above.

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3. The information necessary for A0/DCI (paragraph 2) use in completing input for the computer printout should be forwarded as soon as possible but no later than 31 March 1976. The Resource Package written explanation (paragraph 1) should be forwarded as soon as possible but no later than 30 April 1976.

4. of my staff will be available for consultation with you, or whomever you designate, to provide whatever assistance or guidance you feel necessary to develop your responses to this Program Call.

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Administrative Officer, DCI

Attachment

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